

**NJFCC AGENDA Monthly CALENDAR -**  
**( adjusted for a March Photorama & Citation)**

<b><u>JAN-</u></b>	<b><u>*New officers &amp; trustees-</u></b> Assume duties Jan. 1st.
	Pres.& Treas. Put new signatures on NJFCC checking accounts.
	<b><u>Treas-</u></b> <b><u>Present approved ( exec &amp; trustee ) annual budget to delegates</u></b>
	<b><u>Cable Release-</u></b> <b><u>Print list of new officers &amp; trustees</u></b> from November elections.
	<b><u>Honors-</u></b> Repoll clubs for Citation Candidates- new <i>deadline "2/15"</i>
	<b><u>Photorama-</u></b> Committee reports- firm up participants & confirmation letters and info packets <b><u>Start publicity campaign</u></b> with clubs & to their local vendors and local attendees & local newspapers. <b><u>Start "Advance Ticket sales" to clubs &amp; via advertising.</u></b>
<b><u>FEB-</u></b>	<b><u>Competition-</u></b> Slide- PhotoTravel
	<b><u>Directories-</u></b> <b><u>Issue re-confirmations questionnaire to all current Speakers &amp; Judges &amp; new candidates (.</u></b> <b><u>Issue club questionnaire for new Speakers &amp; Judges to club presidents.</u></b>
	<b><u>Honors-</u></b> Close applications <b><u>"2/15"</u></b> , start committee review for selection & presentation at March Photorama or Annual meeting.
	<b><u>Photorama-</u></b> Committee reports- firm up participants & confirmation letters and info packets <b><u>Final publicity campaign</u></b> with clubs & to their local vendors and local attendees & local newspapers. Advance Ticket sales to clubs & via advertising.
<b><u>MAR-</u></b>	<b><u>Competition-</u></b> Spring-Print , Spring- Pictorial, Tops-NJ Nature- <b><u>Chairs start to solicit clubs for Hosting dates</u></b> for next season (October- May)
	<b><u>Honors-</u></b> Prepare certificates (calligraphy), notification letters , & lapel pins for winners (engrave date & initials). Update all Honors notebooks (4). Make presentation of Citations at Photorama.
	<b><u>Photorama-</u></b> <b><u>Final Re-contact/reminders to all participants and staffing - times and jobs for event.</u></b> Close advance ticket sales- about 10 days before event.
<b><u>APR-</u></b>	<b><u>Competition-</u></b> Spring-Nature <b><u>Chairpersons solicit next season (Oct-May) Host clubs for scheduling slots.</u></b>
	<b><u>Secretary-</u></b> <b><u>Notify any club in arrears for 3 months of being put on "inactive status."</u></b>
<b><u>MAY-</u></b>	<b><u>Competition-</u></b> Tops-NJ Prints
	<b><u>Directories-</u></b> <b><u>Issue "Planning Guide-Speakers &amp; Judges Directory" to Club Presidents &amp; Delegates</u></b>
	<b><u>Photorama-</u></b> <b><u>Set staffing of Initial Search committee-</u></b> Location-North, Central, or South. Prepare list of facilities - costs, capabilities to handle event, convenience, lunch
<b><u>JUN-</u></b>	<b><u>NO MEETING</u></b>
	<b><u>Executive Board</u></b> Meeting- Review new season competition hosts & any rules changes & and any other policy issues.
	<b><u>Directories-</u></b> <b><u>Issue request/questionnaire for club new staffing assignments &amp; other club info (after most club elections).</u></b>
	<b><u>Competition-</u></b> Finalize next season competition schedule with hosts & dates for clubs.
	<b><u>Photorama-</u></b> <b><u>Review &amp; chose a location from committee report.</u></b> <b><u>Set committee chairs for : Speakers, workshops, classrooms, vendors, models, etc.</u></b> Questionnaire to clubs on desired content of Photorama return to Event Chief.

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<b><u>JUL-</u></b>	<b><u>NO MEETING</u></b> <b><u>Admin-</u></b> Pay NJ Fees (\$25) for Corp. Annual Report &/or Agent Change Form (currently treasurer) <b><u>Photorama-</u></b> <b><u>Committee reports- speakers, workshops, classes, vendors on lists.</u></b>
<b><u>AUG-</u></b>	<b><u>Directories/Pubs-</u></b> Issue new- " <b><u>Club Key Staffing Guide</u></b> " - to NJFCC staff. <b><u>Competition-</u></b> <b><u>Chairmen</u></b> issue season entry form & rules packets to clubs & delegates <b><u>include:</u></b> <b><u>Competition Rules &amp; Schedule Flyer</u></b> <b><u>Pres.-</u></b> <b><u>Appoint Nomination committee</u></b> (3) (non-officers, no-candidates) for slate of officers (6) & trustee (1 for 3 yr. term) at October meeting (election in November) <b><u>Awards-</u></b> Process order for any awards for season stock, based on needs and currents stock. <b><u>(Honors)-</u></b> Pres. appoint committee chair (Chair appoints new 3rd member), issue notification & application forms to Clubs-new deadline " <b><u>2/15</u></b> " <b><u>Cable Release-</u></b> Issue competition schedule copy or competition flyer for new season & any changes to rules. <b><u>Print initial "solicitation" of NJFC citation award candidates - new deadline "February 15th."</u></b> <b><u>Photorama-</u></b> Committee reports- firm up participants & confirmation letters and info packets. <b><u>Issue tickets to clubs ( 5-20 each) for advance sales, with flyer &amp; location map.</u></b>
<b><u>SEP-</u></b>	<b><u>Cable Release-</u></b> <b><u>Issue official notice of NJFCC Annual (required) meeting in November.</u></b> Issue invitation and encouragement to presidents & delegates to attend November meeting. Repeat- Notice for solicitation of NJFC citation award candidates- new deadline " <b><u>2/15</u></b> ". <b><u>Photorama-</u></b> <b><u>Committee reports- progress on speakers, workshops, classes, vendors on lists.</u></b>
<b><u>OCT-</u></b>	<b><u>Nomination-</u></b> <b><u>Present slate for November election of officers (6) &amp; Trustee (1)</u></b> <b><u>Competition.-</u></b> Fall- Print, Fall- Pictorial, Fall- Nature <b><u>Photorama-</u></b> <b><u>Committee reports- firm up participants &amp; confirmation letters and info packets</u></b>
<b><u>NOV-</u></b>	<b><u>President-</u></b> <b><u>Corp. Annual Meeting-</u></b> ( all club presidents invited)- (50% quorum required) <b><u>Progress report for year &amp; suggestions for future to new officers &amp; delegates.</u></b> <b><u>Secretary-</u></b> <b><u>Elections-</u></b> 1 vote for slate as presented <b><u>or</u></b> Ballots if floor nominations. <b><u>Tabulations-</u></b> Committee (3- non-officer, non-trustee) appoint by delegates- <b><u>handle balloting.</u></b> <b><u>Competition-</u></b> <b><u>Tops-NJ Slides</u></b> (usually in conjunction with Photorama- otherwise at a host club) <b><u>Cable Release-</u></b> <b><u>Print "Preliminary" Photorama information and ticket information, promos.</u></b> <b><u>Photorama-</u></b> Committee reports- firm up participants & confirmation letters and info packets Release " <b><u>Preliminary" Photorama information, Ticket information, &amp; promos.</u></b>
<b><u>DEC-</u></b>	<b><u>NO MEETING</u></b> (however, some officer <b><u>turn-over actions</u></b> required before Jan. Meeting) <b><u>President-</u></b> <b><u>Appoint Budget committee</u></b> ( treasurer + 2 Officers ) to produce a new budget. New & Old President- Review appointments of <b><u>standing committee</u></b> chairpersons Membership & Reception, Salon & Print Contest, Program & activities, House, Publications, Speakers & Judges Editor Appoints any needed <b><u>special committee</u></b> chairpersons. <b><u>Stand. comm.-</u></b> Chairpersons select their own member staff <b><u>Treasurer-</u></b> <b><u>Present annual budget to exec board. &amp; trustees for approval</u></b> <b><u>Exec comm. &amp;</u></b> Review annual budget for approval Jan. meeting. <b><u>Trustees</u></b>